

PART FOUR

DINING FACILITY ACCOUNTS, FILES, HEADCOUNT PROCEDURES, AND PRODUCTION

CHAPTER 14

DINING FACILITY ACCOUNTS AND FILES

GENERAL

Dining facility accounts are maintained under ARCS. ARCS is used during garrison operations and during peacetime training where overnight billeting in the field is not involved. The dining facility earns a monetary allowance based on headcount and the BDFA against which food costs are charged. The ARCS is a line-item ordering, dollar-accounting system. Under ARCS, the FSS orders subsistence by item, and he must balance

expenditures against this allowance. The BDFA is computed monthly by the TISA. The dining facility account is maintained on DA Form 3980-R. The assigned FSO is responsible for ensuring that the FSS maintains all documents involving accountability accurately and efficiently. Table 14-1 (page 14-1) lists the forms used to maintain accountability for food, headcount, and cash in a dining facility.

Table 14-1. Forms and their uses

FORMS	PURPOSE	REFERENCE
DA Form 2970 (Subsistence Report and Field Ration Request)	To report number of assigned and attached personnel authorized to subsist without reimbursement. To report number of authorized personnel provided subsistence. To report issue of operational rations and box lunches. To report meals sold for cash.	AR 30-1
DA Form 3032 (Signature Headcount Sheet)	To record signatures of authorized diners from active Army, other service components, and foreign nationals.	AR 30-1
DA Form 3033 (Headcount Record)	To summarize data from DA Form 3032 and DD Forms 1544.	AR 30-1
DA Form 3034 (Production Schedule)	To report number of personnel provided subsistence. To list items to be served for each meal. To guide food service specialists on how to prepare each item. To provide food service specialists with special instructions and what to do with leftovers.	AR 30-1
DA Form 3034-1 (Sensitive and High Dollar Item Disposition)	To document the disposition of sensitive and high-dollar subsistence items.	AR 30-1

Table 14-1. Forms and their uses (continued)

FORMS	PURPOSE	REFERENCE
DA Form 3034-2-R (Disposition of Subsistence)	To compute, record, and evaluate the results of disposition of subsistence.	AR 30-1
DA Form 3161 (Request for Issue or Turn-in)	To order subsistence. To record receipt of subsistence. To document transfer of subsistence between facilities. To record turn-in of excess items. To document destruction of contaminated food. To transfer cash meal payment books between accountable officers.	AR 30-1 AR 710-2
DA Form 3234-R (Inventory Record)	To record monthly inventory.	AR 30-1
DA Form 3234-1-R (Monthly Inventory Recap Sheet)	To summarize information from DA Forms 3234-R.	AR 30-1
DA Form 3294-R (Ration Request/Issue/Turn-In Slip)	To order subsistence. To record receipt of subsistence. To provide prices for monthly inventory.	AR 30-18 AR 30-1
DA Form 3546-R (Control Record for Dining Facility-DD Form 1544)	To record issue of DD Form 1544 to headcounters or transferred with members of the facility. To record cash discrepancies resulting from errors in making change.	AR 30-1
DA Form 3953 (Purchase Request and Commitment)	To order food from commercial sources (for RC units with authorization from higher headquarters.)	AR 30-1 AR 30-18
DA Form 3980-R (Dining Facility Account Card)	To maintain the dining facility account.	AR 30-18 AR 30-1
DA Form 4697 (Department of the Army Report of Survey)	To obtain relief from accountability for losses.	AR 735-5 AR 30-1
DA Form 5309-R (Operation Ration/Box Lunch Control Sheet)	To record the issue of rations and the issue of box lunches prepared from ingredients drawn and issued from SB 10-540.	AR 30-1
DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed)	To obtain relief from accountability for losses when liability is admitted and a report of survey or AR 15-6 investigation is not required.	AR 735-5
DD Form 714 and 714E (Meal Card Control Book)	To show meal entitlements and service components of personnel.	AR 600-38

Table 14-1. Forms and their uses (continued)

FORMS	PURPOSE	REFERENCE
DD Form 1131 (Cash Collection Voucher)	To document cash turned in to the finance and accounting office (FAO). To obtain relief from accountability for losses.	AR 37-103 AR 735-5 AR 30-1
DD Form 1544 (Cash Meal Payment Book)	To record cash payments for meals served. To record the issue of cash sheets. To record cash turned in. To document cash turned in to FAO.	AR 30-1

REVIEW AND RECONCILIATION OF ACCOUNTS

Dining facility accounts of active Army units are maintained at each facility and at the control branch of the TISA. The FA reviews dining facility accounts quarterly, during visits to the facility or when there are problems. Based on his review, the FA provides advice on how to better manage the accounts. FSSs reconcile their accounts with the TISO three times a month. If there are discrepancies, the FA may be asked to help resolve them. If accounts are out of tolerance, the FA may be called on to recommend corrective action. He may also be called on for advice when inventories show that excessive subsistence was requested by the dining facility. Contractor-operated facilities will use contractor resources and contractual remedies to resolve accountability issues.

DELEGATING AUTHORITY

DD Form 577 (Notice of Delegation of Authority--Receipt for Supplies) identifies personnel who are authorized to sign requests and receipt for supplies. These forms must be kept up to date. When there is a change of commanders, new forms must be prepared. Units/contractors must provide the TISA with a memorandum listing those personnel authorized to request or receive subsistence. The same person will not be authorized to sign both requests and receipts unless the dining

facility has seven or less personnel assigned. See AR 30-18 for detailed instructions.

REQUESTING SUBSISTENCE

Figure 14-1 (page 14-4) is a chart showing how to order food using the ARCS. The quantity of subsistence desired depends on specific factors. Instructions and procedures for ordering subsistence are outlined below.

Determine the Requirements for Each Food Item for 100 Soldiers

Requirements may be based on the Master Menu or on a locally developed menu. If the Master Menu is used, it is easy to determine how much of each food item is needed to feed 100 soldiers. SB 10-260 contains this information for each menu item. When the Master Menu offers choices among items, quantities of each choice must be adjusted to meet the preferences of the diners.

Review previous DA Forms 3034 to determine which products have been most acceptable. For example, if you are planning to serve roast beef and baked ham in the same meal, you will need 40 pounds of beef to prepare 100 servings of roast beef and 25 pounds of ham to prepare 100 servings of baked ham. If you estimate 75 percent of the diners will choose beef and 25 percent will choose ham, the requirement for 100 soldiers is 30 pounds

of beef (75 percent times 40 pounds) and 6.25 pounds of ham (25 percent times 25 pounds). Figure 14-2 (page 14-5) shows how to determine the requirement for 100 soldiers when using the Master Menu.

If local menus are developed use them and TM 10-412 to determine the requirements for 100 soldiers. The menu shows what products will be

served. TM 10-412 shows what items are needed to prepare each product and how much of each item is needed to prepare 100 portions. Compute the requirement for 100 soldiers by multiplying the requirement for 100 portions from the recipe card times the number of portions to prepare. Figure 14-3 (page 14-5) shows how to determine the requirement for 100 soldiers when you are using a local developed menu.

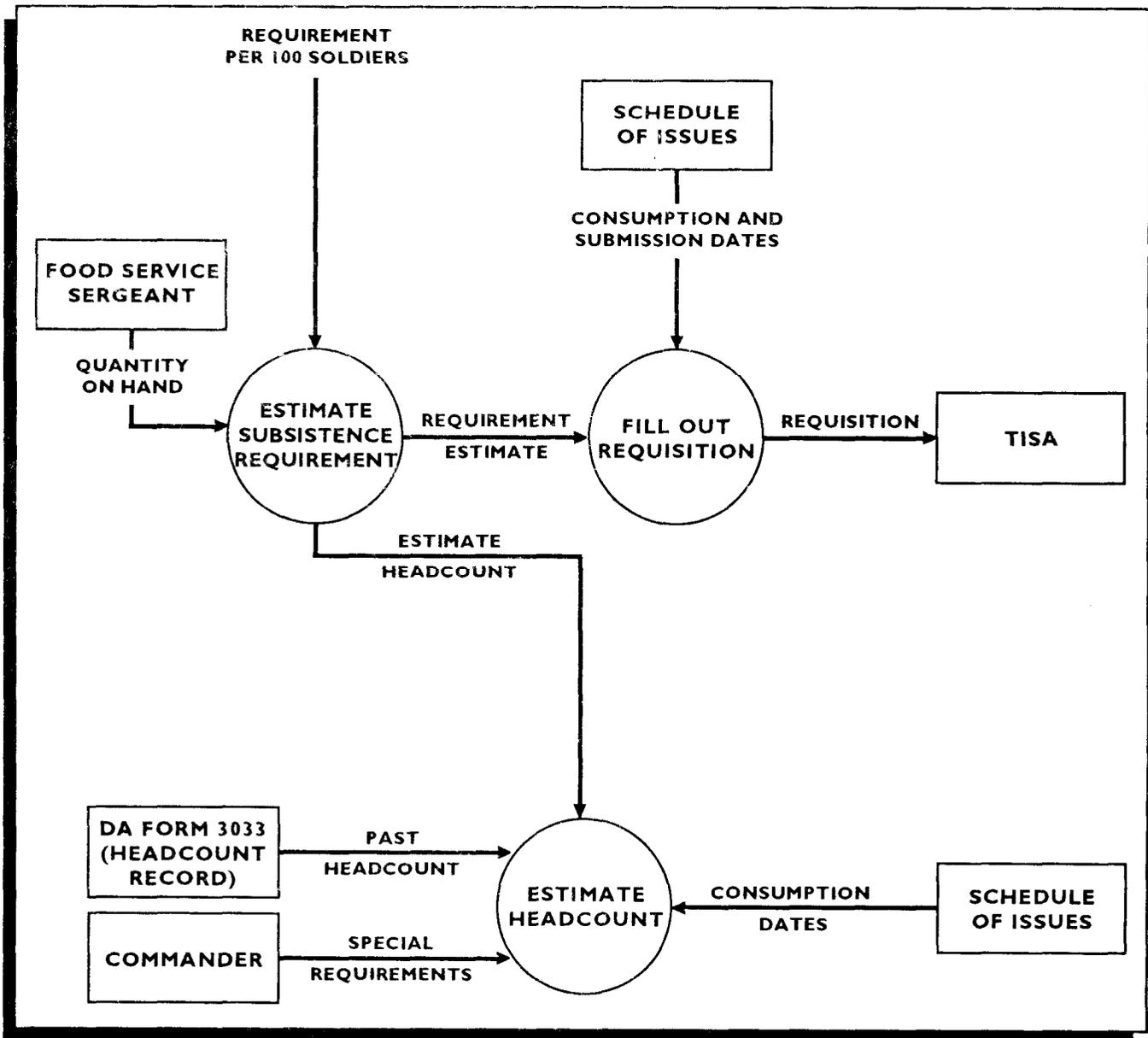


Figure 14-1. Request procedures with ARCS

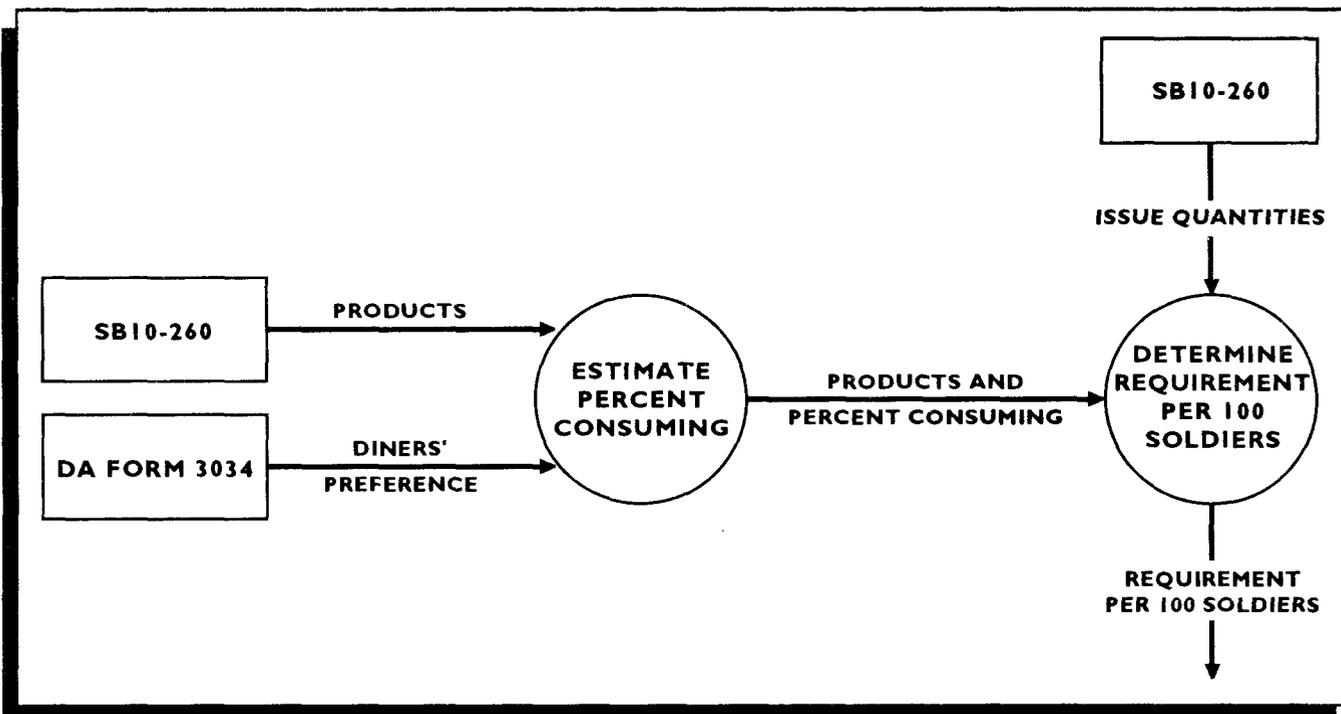


Figure 14-2. Using the Master Menu to determine the requirement for 100 soldiers

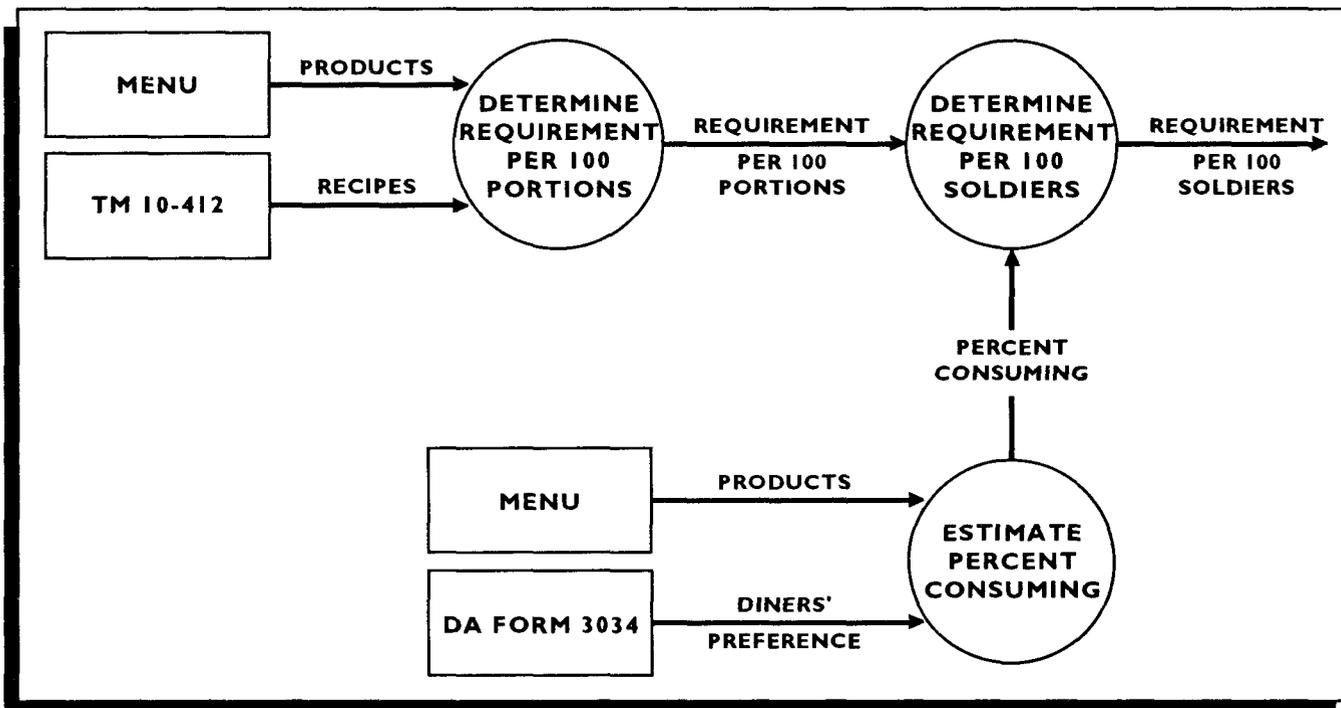


Figure 14-3. Using a locally-developed menu to determine the requirement for 100 soldiers

Estimate the Number of Diners

You can use figures from your headcount records to estimate the number of diners for each meal. However, these figures must be adjusted for holiday meals, alerts, field exercises, weather, time of month, and other special circumstances.

Determine the Quantity of Excess Food on Hand

Review your stockage of items required for upcoming menus, subtract the amount required to prepare meals during the current issue period from the amount on hand. The difference is the amount of excess. This excess may be used in the development of your menus to reduce the excess, reduce expenditures, and to help balance your account.

Figure the Quantity of Food to Order

Subtract the items and amounts which will be used from excess stock from the amount required. The result is the minimum that you must order. Order enough of each item to prepare the number of meals you expect to serve.

Prepare Your Request

Methods to request food vary from installation to installation, so consult the FA or TISO for detailed guidance. Figure 14-4 (page 14-7) is an example of a DA Form 3294-R completed as a ration request. Figure 14-5 (page 14-8) shows a DA Form 3161.

Forward Your Request to the TISA

Requests are submitted per a schedule of ration issues. This schedule is prepared by the TISO and shows when to submit your request for each issue cycle.

RECEIVING SUBSISTENCE

When food is received in the dining facility, it must be inspected as shown in Chapter 13. Subsistence

may be received from a TISA or from commercial vendors.

Recording Receipts From a TISA

Record receipts from the TISA on the issue documents. The authorized person counts or weighs the items, verifies the quantity received in the *SUPPLY ACTION* column of the issue document, and signs the issue document. When signed, the request becomes a receipt. Send one copy of each receipt back to the TISA.

Recording Receipts from Commercial Vendors

Since procedures vary from installation to installation, the local TISO will provide guidance.

DOCUMENTING DINING FACILITY TRANSACTIONS

Use DA Form 3980-R to maintain a record of dining facility transactions to monitor the status of the dining facility account. The status is determined by comparing the facility's monetary allowance with the dollar value of subsistence drawn.

B DFA

Each month the TISA publishes the dollar value of the B DFA for the following month. The B DFA is then used to compute meal values. Table 14-2 (page 14-9) lists conversion percentages for each meal. To compute meal values, multiply the B DFA by each conversion percentage. The meal values are posted to DA Form 3980-R as shown in Figure 14-6 (page 14-10). If the conversion results in an odd penny, apply the penny to the dinner meal B DFA value.

Receipts

Post the dollar value of subsistence received to DA Form 3980-R as shown in Figure 14-6 (page 14-10). Ensure that all receipts (expenditures) are posted, to include DVDs.

RATION REQUEST/ISSUE/TURN-IN SLIP
 For the use of this form, see AF 30-21; the proponent agency is ODCSLOG

To: DMAC, 5274 INF DIV Date: 15 Apr 64
 From: CAR 1ST FSC
 Consumption date(s): 18 APR 64

Number of meals requested: _____

Name	U I	B	L	D	O	B	L	D	B	L	D	B	L	D	Supply action	Unit price	Dollar value
8970-01-220																	
T Ration	MOD	22													22		
8970-01-220																	
T-Ration Lunch/DIn	MOD			23											23		
A Ration	ME																
URT Milk, white	CO	662		362											1024		
URT Milk, Choc	CO	100		700											500		
Bread, white	SV	508		508											1016		
Bread, whole wheat	SV	254		254											508		
Apples, Fresh	EA			762											762		
Oranges, Fresh	EA	762													762		
Cereal, Assorted	EA	200													200		
8970-00-149-1094 Meal, Ready-to-Eat	BX																
Requested by: <u>SFC Charles Berry</u>																	
Received by: _____																	
Issued by: _____																	
Received by: _____																	
Total dollar _____																	
Control no. _____																	

Page no. 1 No. of pages 1 Remarks: _____

DA FORM 3294-R, JUN 60

REPLACES EDITION OF MAY 61, WHICH IS OBSOLETE

Army-Govt Lett, Va., - 508-01-20-1

Figure 14-4. DA Form 3294-R completed as a ration request

1. SEND TO: IDA PAM 710.2-11		REQUEST FOR ISSUE OR TURN-IN		ISSUE		SHEET NO.		3. REQUEST NO.		4. VOUCHER NO.	
2. REQUEST FROM:		TURN-IN		TURN-IN		NO. SHEETS		6. DODAAC		7. PRIORITY	
8. DATE MATERIAL REQUIRED		9. END ITEM IDENT		10. PUBLICATION		9b. MODEL		9c. SERIAL NO.		11. JOB UNDER NO.	
12. ITEM NO.		STOCK NO.		ITEM DESCRIPTION		UNIT OF ISSUE		QUANTITY		CODE	
a		b		c		d		e		f	
g		h		i		j		k		l	
m		n		o		p		q		r	
s		t		u		v		w		x	
y		z		aa		ab		ac		ad	
ae		af		ag		ah		ai		aj	
ak		al		am		an		ao		ap	
aq		ar		as		at		au		av	
aw		ax		ay		az		ba		bb	
bc		bd		be		bf		bg		bh	
bi		bj		bk		bl		bm		bn	
bo		bp		bq		br		bs		bt	
bu		bv		bw		bx		by		bz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
cm		cn		co		cp		cq		cr	
cs		ct		cu		cv		cw		cx	
cy		cz		ca		cb		cc		cd	
ce		cf		cg		ch		ci		cj	
ck		cl		cm		cn		co		cp	
cq		cr		cs		ct		cu		cv	
cw		cx		cy		cz		ca		cb	
cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
cm		cn		co		cp		cq		cr	
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ce		cf		cg		ch		ci		cj	
ck		cl		cm		cn		co		cp	
cq		cr		cs		ct		cu		cv	
cw		cx		cy		cz		ca		cb	
cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
cm		cn		co		cp		cq		cr	
cs		ct		cu		cv		cw		cx	
cy		cz		ca		cb		cc		cd	
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ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
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cq		cr		cs		ct		cu		cv	
cw		cx		cy		cz		ca		cb	
cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
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ck		cl		cm		cn		co		cp	
cq		cr		cs		ct		cu		cv	
cw		cx		cy		cz		ca		cb	
cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
cm		cn		co		cp		cq		cr	
cs		ct		cu		cv		cw		cx	
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cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
ca		cb		cc		cd		ce		cf	
cg		ch		ci		cj		ck		cl	
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cw		cx		cy		cz		ca		cb	
cc		cd		ce		cf		cg		ch	
ci		cj		ck		cl		cm		cn	
co		cp		cq		cr		cs		ct	
cu		cv		cw		cx		cy		cz	
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cg		ch		ci		cj		ck		cl	
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cc		cd</									

Table 14-2. Meal conversion percentages

MEAL	CONVERSION PERCENTAGE
Breakfast	20
Lunch	40
Dinner	40
Brunch	45
Supper	55

Headcount

After each meal, post the cumulative headcount from the DA Form 3032 and DD Form 1544 to the daily DA Form 3033. After the supper meal on the following day, post the headcount to DA Form 3980-R. Then multiply the headcount for each type of meal by the meal value. Add the results, and post the total dollar value to DA Form 3980-R as shown in Figure 14-6 (page 14-10).

BALANCING THE ACCOUNT

The goal should be to keep the dining facility account balanced. A balanced account is one in which the amount of subsistence purchased equals the allowance earned. An overdrawn account can be balanced by turning in excess subsistence, reducing requests, and changing menus. If you have purchased less than you have earned, the account is underdrawn. When an account is underdrawn, the menu can be revised to offer a wider variety or more expensive items more frequently. The account status may be determined as described in these paragraphs.

Determine the Cumulative Allowance

To determine the cumulative allowance, first look at the number in column h of DA Form 3980-R. If it has a plus sign in front of it, add it to the number in column g. If it has a minus sign in front of it, subtract it from the number in column g. Post the

result in column h as shown in Figure 14-6 (page 14-10).

Determine the Cumulative Total Value of Subsistence Received

Add the numbers in columns i, j, and k. Post the total to column 1. Add the numbers in column 1 to the number in column m. Post the total to column m as shown in Figure 14-6 (page 14-10).

Determine the Monetary Status

Compare the number in column m to the number in column h. Then compute monetary status and post it to DA Form 3980-R as shown in Table 14-3 (page 14-12).

Convert the Monetary Status to a Percentage

To convert the monetary status to a percentage, divide the figure in column n by the figure in column h as shown in Figure 14-6 (page 14-10). If the result is more than 3 percent at the end of the month, take action to get the account back into balance.

ADJUSTING THE ACCOUNT STATUS

You should take actions to adjust a plus or minus account status. These actions are described below.

Overdrawn Account

If the account is overdrawn at the end of a fiscal year, the commander MUST initiate a report of survey to find out whether anyone should be held liable for the overdrawn amount and to return the account to a zero balance. The RS is posted to the DA Form 3980-R as shown in Figure 14-6 (page 14-10). Additional guidance in adjusting overdrawn accounts is in AR 30-1. In contract-operated facilities, the contracting officer will initiate action to determine the limits of the contractor's liability. The contracting officer is responsible for investigating losses in a contracted facility, not the commander. This is according to FAR 45.503, which takes precedence over an AR.

Table 14-3. How to compute and post monetary status

COMPARE		POST
<p>COLUMN m WITH COLUMN h, THEN IF THE NUMBER IN COLUMN m IS</p>		<p>THE RESULT IN COLUMN n WITH A</p>
Larger	Subtract h from m = + sign	
Smaller	Subtract m from h = - sign	

Relief From Accountability and Credit

Relief from accountability and credit for losses are explained in AR 30-1 and AR 735-5. When an RS is conducted according to AR 735-5, the person initiating the RS will provide a copy of the RS (DA Form 4697) to the TISO. In contract-operated facilities, the contracting officer will provide the TISO with a copy of the determination detailing the contractor's liability. The TISO will post and credit the dining facility account.

MANAGING DINING FACILITY INVENTORY

Proper management and inventory control helps to maintain a balanced dining facility account. Unnecessarily large inventories waste space, invite theft, and can lead to waste through spoilage. Generally, excesses should be eliminated by integrating items into the menu or by returning excess items to the TISA for credit. The schedule of ration issues, published by the TISO, shows when food may be turned in. A veterinary food inspection specialist will inspect the food. Only food that is certified fit for reissue will be accepted.

Turn-Ins

Excess food in the dining facility should be turned in, while food that is not fit for consumption must be disposed of by the FSS as described in AR 30-18. Figure 14-7 (page 14-13) is an example of a DA Form 3161 filled out as a request for turn-in. The supporting supply TISA will complete the DA Form 3161 as shown in Figure 14-8 (page 14-14) and will return a copy for the dining facility's records. The completed form will be used to post the value of the turn-in to the dining facility DA Form 3980-R. Turn-ins are posted to the DA Form 3980-R as shown in Figure 14-6 (page 14-10).

Inventory Record

A monthly inventory must be conducted after the dinner meal, on the last day of each month. Use DA Form 3234-R (Figure 14-9, page 14-15) to record the inventory. Consolidate totals from all DA Forms 3234-R on DA Form 3234-1-R (Figure 14-10, page 14-16). A signature and verification date is not required on the monthly inventory, DA Form 3234-R. The consolidated copy of DA Form 3234-1-R, however, will require signatures. During the fiscal year-end inventory, the disinterested person verifying the inventory must sign and date the last sheet of DA Form 3234-R (if more than one sheet is used). Within two working days after the final reconciliation of the DA Form 3980-R, copies of DA Form 3234-R, DA Form 3234-1-R, and DA Form 3980-R are forwarded to the responsible FA for review and appropriate action. The FSS may enter the unit designation in the remarks section of the DA Form 3234-1-R to assist the responsible FA in identification. Also, to assist in the FA's review, the FSS should include the inventory value objective computation, shown in AR 30-1, paragraph 7-6, in the remarks section of the DA Form 3234-1-R.

1. SEND TO: TISA, Fort Chester		3. REQUEST NO.		4. VOUCHER NO.			
2. REQUEST FROM: HHB 4/64th ADA		6. DODAAC W45Q MW		7. PRIORITY			
8. DATE MATERIEL REQUIRED		9. END ITEM IDENT		9a. MODEL			
9. END ITEM IDENT		10. PUBLICATION AR 30-18		11. JOB ORDER NO.			
12. ITEM NO.		13. STOCK NO.		14. ISSUE/TURN DATE			
15. ITEM DESCRIPTION		16. UNIT OF ISSUE		17. QUANTITY			
18. CODE		19. SUPPLY ACTION		20. UNIT PRICE			
21. TOTAL COST		22. DATE		23. BY			
1	8905-00-935-3161	TUNA, CANNED 4 LB	CN	14	8.41	117.74	
2	8915-00-257-3952	CORN CANNED CREAMSTYLE	CN	173	.22	38.06	
3	8915-00-616-488	BEANS, WAXED CANNED	CN	24	1.46	35.04	
4	8925-00-128-0565	NUTS, MIXED SHELLD NO10	CN	6	10.87	65.22	
		--- LAST ITEM ---					
				SHEET TOTAL		GRAND TOTAL	
						256.06	
13. ISSUE/TURN DATE		14. ISSUE QTY		15. REC QTY		16. DATE	
27 Jun XX		Army Smith		27 Jun XX		Thomas Brown	

Figure 14-7. DA Form 3161 completed as a request for turn-in

1. SEND TO (DA FORM 710-2-1)		3. REQUEST NO.		4. VOUCHER NO.	
TISA, Fort Chester		6. DODAAC W450MW		8. ACCOUNTING/FUNDING DATA	
2. REQUEST FROM: HHB 4/64th ADA		7. PRIORITY		9b. MODEL	
* CODE ISSUE		10. PUBLICATION AR 30-18		11. JOB ORDER NO.	
TURN IN PW - Fat Wear And Tear RS - Report of Supply		FX - Excess SC - Stmt of Charges		12. POSTED	
1. Initial R - Replacement:		UNIT OF ISSUE		DATE	
STOCK NO.		QUANTITY		BY	
ITEM DESCRIPTION		UNIT PRICE		TOTAL COST	
1	8905-00-935-3161 TUNA, CANNED 4 LB	CN	14	8.41	117.14
2	8915-00-257-3952 CORN CANNED CREAMSTYLE	CN	173	.22	38.06
3	8915-00-616-488 BEANS, MIXED CANNED	CN	24	1.46	35.04
4	8925-00-128-0565 NUTS, MIXED SHELLD NO10	CN	6	10.87	65.22
--- LAST ITEM ---					
This subsistence items listed have been inspected and are suitable for storage and reissue.					
John C Harden JOHN C. HARDEN LTC					
13. ISSUE/TURN IN QUANTITY REQUESTED		14. ISSUE QTY IN "SUPPLY ACTION" COLUMN		15. REC QTY IN "SUPPLY ACTION" COLUMN	
27 Jun XX		Harvey Smith		27 Jun XX	
DATE		BY		DATE	
27 Jun XX		Harvey Smith		27 Jun XX	
DA FORM 3161 MAY 63		REPLACES EDITION OF JUN 73 WHICH WILL BE USED UNTIL EXHAUSTED.		U. S. GOVERNMENT PRINTING OFFICE: 1963-O-411-113	

Figure 14-8. DA Form 3161 with entries showing turn-in has been accepted

INVENTORY RECORD <small>For use of this form, see AF 30-1; the proponent agency is DCSLOC.</small>				PAGE NO	NO. OF PAGES	
ORGANIZATION				MONTH	YEAR	
USMA PREP SCHOOL, FT BELVOIR, VA 22103				JANUARY	19XX	
ITEM A	UNIT B	UNIT PRICE C		LAST DAY		
				QTY D	VALUE	
BEEF	XX	XX	XX	XX	XXX	XX
GRILL STEAK	LB	3	55	56	198	80
GROUND BEEF	LB	1	19	112	133	28
POT ROAST	LB	1	96	44	86	24
SWISS STEAK	LB	2	35	35	82	25
HAMBURGER PATTIES	LB	1	10	108	118	80
POULTRY	XX	XX	XX	XX	XXX	XX
TURKEY, BONELESS ROLL	LB	1	19	26	30	94
CHICKEN WH RTC	LB		57	112	63	84
PORK	XX	XX	XX	XX	XXX	XX
BACON	LB	1	29	48	61	92
HAM, SMKD, BONELESS	LB	1	63	62	101	06
VEGETABLES, FRZ	XX	XX	XX	XX	XXX	XX
CORN, WHOLE KERNEL	LB		58	60	34	80
PEAS	LB		41	33	13	53
MIXED VEGETABLES	LB		51	48	24	48
CONDIMENTS	XX	XX	XX	XX	XXX	XX
SUGAR, GRANULATED	BG	2	84	15	42	60
COFFEE, ROASTED, #3 CAN	LB	1	75	12	21	00
SHEET TOTAL					\$1,013.54	
SIGNATURE OF VERIFYING OFFICER				DATE VERIFIED		

DA FORM 3234-R, AUG 84

EDITION OF SEP 79 IS OBSOLETE

Figure 14-9. Inventory recorded on DA Form 3234-R

MONTHLY INVENTORY RECAP SHEET for DA FORM 3234-R			
For use of this form see AR 30-1, the proponent agency is DCSLOG.			
DATE: <u>31 JULY 19XX</u>			
PAGE OF PAGES	PERISHABLES	SEMI-PERISHABLES	TOTAL
1. of 6	\$ _____	\$ <u>1,327.90</u>	\$ <u>1,327.90</u>
2. of 6	\$ <u>995.66</u>	\$ _____	\$ <u>995.66</u>
3. of 6	\$ <u>1,001.82</u>	\$ _____	\$ <u>1,001.82</u>
4. of 6	\$ <u>1,044.63</u>	\$ _____	\$ <u>1,044.63</u>
5. of 6	\$ <u>980.75</u>	\$ _____	\$ <u>980.75</u>
6. of 6	\$ <u>949.94</u>	\$ <u>63.60</u>	\$ <u>1,013.54</u>
7.	\$ _____	\$ _____	\$ _____
8.	\$ _____	\$ _____	\$ _____
9.	\$ _____	\$ _____	\$ _____
10.	\$ _____	\$ _____	\$ _____
11.	\$ _____	\$ _____	\$ _____
12.	\$ _____	\$ _____	\$ _____
13.	\$ _____	\$ _____	\$ _____
14.	\$ _____	\$ _____	\$ _____
15.	\$ _____	\$ _____	\$ _____
16.	\$ _____	\$ _____	\$ _____
TOTALS	\$ <u>4,972.80</u>	\$ <u>1,391.50</u>	\$ <u>6,364.30</u>

<u>A. d. Davis</u>	<u>Harold E. Richard, CPT OM</u>	<u>\$ 6,364.30</u>
FSS SIGNATURE	FSO SIGNATURE	GRAND TOTAL

REMARKS:	GRAND TOTAL OF INVENTORY \$ 6,364.30 DOLLAR VALUE OF FIRST ISSUE (-) <u>3,998.92</u> NET INVENTORY VALUE \$ <u>2,365.38</u>
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HNB 4/64^m ADA

DA FORM 3234-1 R, AUG 87 EDITION OF AUG 84 IS OBSOLETE

Figure 14-10. Recapitulation of totals from DA Forms 3234-1-R